

HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VA 23824-6316

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**STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT**  
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**ANNOUNCEMENT NUMBER:** 29-03

**POSITION TITLE:** Personnel Records Specialist

**GRADES:** SGT/E-5      **DMOS:** 75H20

**FEMALE ASSIGNMENT ELIGIBILITY:** YES

**UNIT:** HQ STARC, VAPA

**LOCATION:** Fort Pickett, Blackstone, Virginia

**OPENING DATE:** 26 February 2003      **CLOSING DATE:** 28 March 2003

**POC FOR ADDITIONAL INFORMATION:** CPT Hunt, (434)298-6337, or DSN 438-6337 or e-mail Mrs Brenda Ralls at [brenda.ralls@va.ngb.army.mil](mailto:brenda.ralls@va.ngb.army.mil)

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Responsible for maintaining and accounting for personnel records. Ensures that 100% accountability for all records. Initiates officer and enlisted personnel records. Process, reviews and corrects NGB form 22 for all personnel. Issues ID cards and updates DEERS. Provides administrative support for all REMOBE and SRP.

**WHO MAY APPLY:** Open to all AGR/Military Technicians/Traditional enlisted, grade SPC/E4 - SGT/E5, who are members of the Virginia Army National Guard. Must be qualified in the following MOS: 75H20. If not MOS qualified, must become MOS qualified within 12 months.

**HOW TO APPLY:** Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs (SPC/E-4s must have a letter of recommendation from their commander)
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF88 and SF93 or DD Form 2807-1 and DD 2808 completed within the last five years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of duty/service creditable for retirement (**DD Forms 214, 1506, or NGB Forms 23/23B**)
7. Any additional information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

**QUALIFICATION REQUIREMENTS:** Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

**SPECIAL INFORMATION:** Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

**REMARKS:** Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business 28 March 2003. Do not submit application packets in notebooks, folders, document protectors, or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at [www.varich.ang.af.mil](http://www.varich.ang.af.mil) (click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//  
DAVID A. ARCHER  
LTC, AD, VaARNG  
Human Resource Officer